



DC Department of Employment Services

Office of Youth Programs

2020 MBSYEP Public Safety Grant

Request For Applications (RFA)

RFA No.: DOES-MBPSG-2020

RFA Release Date: January 15, 2020

Pre-Application Meeting

Location: 4058 Minnesota Avenue, NE, Washington, DC 20019

Date & Time: January 29, 2020, at 1:00pm

(Please email OGAGRANTS@dc.gov if you will be attending the pre-application meeting.)

Application Submission Deadline:

February 14, 2020 by 5:00pm

Applications shall be submitted electronically via the grants management system [Here](#)

PAPER, LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

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Section A: Funding Opportunity Description

Background

Marion S. Barry Summer Youth Employment Program (MBSYEP) is a locally funded initiative administered by the Department of Employment Services (DOES), Office of Youth Programs (OYP) that provides District youth ages 14 to 24 with enriching and constructive summer work experiences through subsidized placements in the non-profit, private and government sectors.

Through MBSYEP, DOES strives to provide young people with the opportunity to:

1. Earn money and gain meaningful work experience;
2. Learn and develop the skills, attitudes, and commitment necessary to succeed in today's world of work;
3. Gain exposure to various exciting career industries; and
4. Interact with dynamic working professionals in a positive work environment.

Though MBSYEP is a short-term employment and training program, our goal is to introduce our youth to employers who will positively impact their futures. Employers in the Washington, DC metropolitan area make this annual program possible by volunteering to serve as Host Employers and providing structured job opportunities for youth during the summer.

DOES is the agency whose mission is to plan, develop, and administer workforce development services to District residents. DOES provides a range of programs and services to job seekers, including job development, job search assistance, self-directed job search, vocational training, apprenticeship, unemployment insurance, transitional employment, and referrals to supportive services and educational programs.

Specifically, the mission of the DOES OYP is to prepare District youth for the workforce and to connect them to employment opportunities. DOES is dedicated to educating youth participants about workforce readiness, high growth industry, career exploration, and academic enrichment through experiential, hands-on programs.

Please note before any work begins, all insurance requirements outlined by the Office of Risk Management (ORM) must be secured by the grantee and approved by ORM. Depending upon coverage/amounts required this may increase your current insurance premium; however, any additional insurance expenses are not grant eligible for reimbursement.

Scope

The OYP, on behalf of DOES seeks qualified organizations to pilot the Marion S. Barry Summer Youth Employment Public Safety. This initiative seeks to identify 100 youth ages 16 to 24 from high crime Police Service Area's (PSA) in Wards 7 & 8 to provide all of the following services: financial literacy, trauma training and civic leadership training. This will be at minimum a (6) six-week initiative that runs concurrently with MBSYEP in 2020.

MBSYEP Public Safety Grant

The Marion S. Barry Summer Youth Employment Public Safety is a new initiative within the OYP aimed at providing employment, mental health awareness, increased civic responsibility and financial literacy training to a total of 100 participants residing east of the river. DOES anticipates making four awards and each grantee will be responsible for serving 25 participants.

Design & Structure

MBSYEP Public Safety will operate under the design model and performance period statutorily identified by the Marion S. Barry Summer Youth Employment Program.

The Grantee's must service youth in the following age ranges below and youth are not allowed to work past the designated hours listed below:

Age Range	Pay Rate/Hour	Maximum Hours/Week
16-21	\$9.00	25
22-24	\$14.00*	30
*Pay rates for 22-24-year-old participants will be adjusted to the District's minimum wage effective July 1, 2020 - \$15.00.		

The phases below can be run simultaneously:

Phase 1 (Mental Health Awareness Training)	Phase 2 (Financial Literacy Training)	Phase 3 (Career & Job Readiness Training)	Phase 4 (Civic Engagement Empowerment project)	Phase 5 (Mentorship)
<ul style="list-style-type: none"> Provide trauma training aimed at educating participants on how to identify and deal with different types of trauma. Participants will be provided a resource guide outlining the different types of city services and non-profit services available for mental health. Participants should be assessed on their knowledge of trauma. 	<ul style="list-style-type: none"> Participants will receive financial management basics on the following topics: <ul style="list-style-type: none"> Budgeting Checking & Savings Credit Investments Interest Rates Overdraft Fees Participants should be given a pre and post assessment to measure knowledge gained. 	<ul style="list-style-type: none"> Resume writing Skill development Mock Interviews Conduct Labor Market Research Participants will be given a pre and post job readiness self-assessment. 	<ul style="list-style-type: none"> Participants will gain cursory knowledge of city services, offering and programs as it relates to housing, education, employment, etc. Participants will identify and research issues within their community and create an action plan with local agencies and civic engagement groups on how best to address those issues. During the last week of MBSYEP participants will share their report covering their research and action plan. 	<ul style="list-style-type: none"> Participants will be matched in a 1 to 1 mentorship or group mentorships not to exceed 1 mentor to 5 mentees. Mentors must meet with participants at least 1 hour each week and submit a weekly log memorializing those meetings for each participant. Administer end of program survey – evaluating service delivery Final Report

All required materials and fees must be provided by the Grantee. DOES will provide survey to be administered to participants.

Grantees shall incorporate the provided DOES logos, taglines, identifiers and/or other branding on all products, programs, activities, services, resources and related property and materials funded by DOES.

Outcomes

- 85% of all participants surveyed at the end the program would recommend using the grantee again next year.
- 90% of participant's ages 22 to 24 demonstrate employability/job readiness's based upon the post-self-assessment referenced in "Phase 3" of the Structure section of this document.

Rights and Responsibilities

The responses to this RFA must be reasonable and appropriate based on the information provided within this RFA. Additionally, Grantees shall not assign or otherwise transfer any rights, duties, obligations or interest in the Notice of Grant Award (NOGA) or arising hereunder to any person or entity whatsoever, without the prior written consent of DOES.

Source of Grant Funding

The funds are made available through District appropriations. Funding for grant awards is contingent upon availability of funds. This RFA does not commit DOES to make a grant award. DOES maintains the right to adjust the number of grant awards and grant award amounts based on funding availability, and the quality and quantity of applications. Grant funds shall only be used to support activities specifically outlined in the scope of this RFA and included in the applicant's submission.

DOES may suspend or terminate an outstanding RFA, pursuant to its own grant-making policies or any applicable federal regulation or requirement.

Anticipated Number of Awards

DOES intends to grant up to 4 awards. DOES, however reserves the right to make additional awards or no awards pending the availability of funds and the quality and quantity of applications.

Total Amount of Funding to be Awarded

The total amount of funding DOES anticipates being available for award is \$200,000. **Each applicant can apply for a maximum of \$50,000.** DOES reserves the right to award partial amounts of funding based on and the quality and quantity of applications received.

Period of Performance

The MBSYEP Public Safety will operate concurrently with the MBSEYP (6) six week program or through the MBSYEP extension period as determined by the MBSYEP Manager.

Location Requirements

For the purpose of this RFA, all applicants must provide services in the District of Columbia and be eligible to conduct business with the Government of the District of Columbia.

Grant Making Authority

Pursuant to the “Workforce Job Development Grant-Making Authority Act of 2012”, DOES shall:

- Notify the applicant, if it rejects that applicant’s proposal.
- Notify the applicant, if it selects the applicant’s proposal for funding.

Pursuant to the “Workforce Job Development Grant-Making Authority Act of 2012”, DOES may:

- Adjust the number of grant awards and grant award amounts, based on funding availability and the quality and quantity of applications.
- Accept or deny any or all applications, if DOES determines it is in its best interest to do so.
- Suspend or terminate an outstanding RFA.
- Issue addenda and/or amendments subsequent to the issuance of the RFA, or rescind the RFA.
- Conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant’s facilities are appropriate for the proposed program.
- Enter negotiations with an applicant and adopt a firm funding amount or other revision of the applicant’s proposal that may result from negotiations.

Section B: General Provisions

Eligibility Information

Organizations that are eligible to apply for this grant include the following:

- Non-profit, community, or faith-based organizations;
- Community colleges or other postsecondary institutions;
- Public, charter, or alternative secondary schools;
- Trade associations or chambers of commerce;
- Private, for-profit service providers; or
- Labor unions, labor-management partnerships, or registered apprenticeship programs.

Applicants must be responsible organizations possessing the demonstrated ability to perform successfully under the terms and conditions of a proposed grant award. In addition, all applicants must be current on payment of all federal and District taxes, including Unemployment Insurance and Paid Family Leave taxes and Workers' Compensation premiums. Applicants cannot be listed on any federal or local excluded parties’ lists.

Applications that do not meet the eligibility requirements will be considered unresponsive and will not be considered for funding under this RFA.

Monitoring

Specific monitoring and progress report schedules will be established, agreed upon, and included in the NOGA. DOES staff is responsible for monitoring and evaluating the program and may also make periodic scheduled and unscheduled visits to worksite and event locations.

During site visits, Grantee is required to provide access to facilities, records, and staff, as deemed necessary by DOES for monitoring purposes. DOES monitoring may involve observation, interviews, and collection and review of reports, documents and data to determine the Grantee's level of compliance with federal and/or District requirements and the NOGA and to identify, specifically, whether the Grantee's operational, financial, and management systems and practices are adequate to account for grant funds, in accordance with federal and/or District requirements.

Audits

Grantee shall maintain and provide documentation related to this program for three years after submission of the final payment. At any time before final payment and three years thereafter, DOES may have the Grantee's invoices, vouchers and statements of cost audited. Any payment may be reduced by amounts found by DOES not to constitute allowable costs as adjusted for prior overpayment or underpayment. In the event that the District has made all payments to Grantee and an overpayment is found, Grantee shall reimburse the District for said overpayment within thirty days, after written notification.

Grantee shall establish and maintain books, records, and documents (including electronic storage media) in accordance with Generally Accepted Accounting Principles and Practices, which sufficiently and properly reflect all revenues and expenditures of grant funds awarded by the District, pursuant to this RFA.

Grantee shall grant reasonable access to DOES, the D.C. Auditor, any applicable federal department, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers and records (including computer records or electronic storage media) of the Grantee that are directly pertinent to charges to the program, in order to conduct audits and examinations and to make excerpts, transcripts and photocopies. This right of access also includes timely and reasonable access to Grantee's personnel for the purpose of interviews and discussions related to such documents.

Non-Discrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964, as amended, and the District of Columbia Human Rights Act of 1977, as amended, no person shall, on the grounds of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an interfamily offense, and place of residence or business, be denied the benefits of or be subjected to discrimination under any program activity receiving government funds.

In accordance with DC Language Access Act, individuals shall be provided equal access and participation in public services, programs, and activities held in the District of Columbia if they cannot or have limited capacity to speak, read, or write English.

Other Applicable Laws

Grantee shall comply with all applicable District and federal statutes and regulations as may be amended from time to time. These statutes and regulations include:

- The Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq.
- Rehabilitation Act of 1973, 29 U.S.C. § 701 et seq.
- The Hatch Act, 5 U.S.C. § 7321 et seq.

- The Fair Labor Standards Act, 29 U.S.C. § 201 et seq.
- The Clean Air Act (Subgrants over \$100,000) 42 USC § 7401 et seq.
- The Occupational Safety and Health Act of 1970, 29 U.S.C. § 651 et seq.
- The Hobbs Act (Anti-Corruption), 18 U.S.C. § 1951
- Equal Pay Act of 1963, 29 U.S.C. § 206(d)
- Age Discrimination Act of 1975, 42 U.S.C. § 6101 et seq.
- Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 et seq.
- Title IX of the Education Amendments of 1972, 20 U.S.C. § 1001 et seq.
- Immigration Reform and Control Act of 1986, 8 U.S.C. § 1101 et seq.
- Executive Order 12459 (Debarment, Suspension and Exclusion)
- Medical Leave Act of 1993, 5 U.S.C. § 6381 et seq.
- Lobbying Disclosure Act of 1995, 2 U.S.C. § 1601 et seq.
- Drug Free Workplace Act of 1988, 41 U.S.C. § 8102 et seq.)
- Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR § 34.20
- District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01 et seq.
- Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
- District of Columbia Language Access Act of 2004, D.C. Official Code § 2-1931 et seq.
- Living Wage Act of 2006, D.C. Official Code § 2-220.01 et seq.
- Workforce Intermediary Establishment and Reform of First Source Amendment Act of 2011, D.C. Official Code 2-219.01 et seq.

Section C: Application Format

Applicant Profile

The application shall include an Application Profile, which identifies the applicant type of organization, program service area and the amount of funds requested.

Applicant Summary

The application shall include an Application Summary. This section of the application shall summarize the major components of the application.

Program Narrative

Applicant shall provide a full description of how the program will be carried out by responding to the application requirements in Section F. The three (3) main components of the program narrative are:

- Organizational Profile
- Participant Profile
- Program Description

Past Performance

Applicant shall provide any prior awarded contract or grant, evaluations and/or data that would highlight the organization's past performance and capability of successfully completing the stated program requirements.

All applicants must submit no more than three past performance forms – using the provided template, “attachment A”. If the applicant has received a contract/grant from the Department of Employment Services within the past three years, you must submit at least one “attachment A” from DOES.

If your organization has not completed any outside contracts or grants for similar work or is unable to provide three completed “attachment A” forms, the most points an applicant can receive in this category is “12” out of 20 available points.

Budget Narrative/Itemized Budget

Applicant shall submit an itemized budget and a budget narrative for all funds requested. The budget narrative shall serve as an independent document that clearly outlines all proposed expenditures for the grant and does not count against the page limit outlined for the program narrative. If applicant is requesting capacity-building funds, this request should be submitted with a separate budget and budget narrative from the program-funding request. Both the capacity building and the program budget narratives shall include timelines for expenditure of funds. The applicant requesting capacity-building funds shall note in the budget narrative their understanding that a program-funding award is contingent upon DOES confirming successful completion of the capacity-building activities.

Budget narratives shall detail how funds will be expended towards the program goals, as outlined in the program narrative. The budget section shall also contain assurances that no funds received as a result of this grant will be used to supplant any formula funds dedicated towards the targeted population, administrative efforts, or other regularly occurring activities. All budget narratives shall identify the average cost per participant.

The itemized budget can include (but not limited to) the following items:

- Personnel
- Fringe
- Equipment
- Materials & Supplies
- Contractual Services
- Other Direct Costs
- Indirect Costs

Food for staff or participants enrolled in the program is not an allowable expense under this grant.

Section D: Program Narrative**Program Narrative**

This section applies to each of the strategic categories and is where the applicant clearly describes the proposed program in detail and includes each of the following:

Organization Profile

- State the mission of the organization.
- Describe the history of the organization (year founded and by whom) and its size (budget and staff). Describe the experience the organization and staff have to deliver the proposed program.
- Describe the staffing capacity to carry out the phases and required supports to minimize the effects of barriers to participants.
- Describe your organizations strategic partners and how those partnerships will allow to you to successfully fulfill the program requirements of this RFA.

Participant Profile

- Describe the number of participants your organization will serve under this grant for the year.
- Describe your organization's experience training MBSYEP Public Safety youth ages 16-24 with the components of the five phases listed in the Program Structure.
- Describe the anticipated challenges your organization previously encountered while providing services, aged 16-24, and the strategies applied to successfully address them.

Program Description

- Identify and describe how the organization will deliver the desired services in each of the five program phases. (See Section A).
- Describe specific timelines and potential partnerships you will use to carry out your program model.
- Provide a description of proposed sites where program activities will be conducted. If additional sites will be used to conduct the program or for field trips/enrichment, please describe how these sites will be acquired and utilized.
- Describe how the organization will meet the performance deliverables outlined in this RFA.
- Describe how the organization will meet the outcomes outlined in this RFA.

Section E: Application Review and Scoring

Review Panel

A review panel will be composed of a minimum of three individuals who have been selected for their unique experience and expertise in youth workforce and business development, data analysis, past performance evaluation, and social services planning and implementation. The review panel will review, score, and rank each application using the Technical Rating Scale in Table 1 against the established Scoring Criteria in Table 2

Table 1: Technical Rating Scale

Technical Rating Scale		
Numeric Rating	Adjective	Description
0	Unacceptable	Fails to meet minimum requirements, (e.g., no demonstrated capacity); major deficiencies which are not correctable; Applicant did not address the factor
1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable
3	Acceptable	Meets requirements; no deficiencies
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all, requirements; no deficiencies.

The technical rating is a weighting mechanism that will be applied to the point value for each scoring criterion to determine the applicant's score for each criterion. The applicant's total technical score will be determined by adding the applicant's score in each scoring criterion. For example, if a scoring criterion has a point value range of zero (0) to forty (40) points, using the Technical Rating Scale above, and the District evaluates the applicant's response as "Good," then the score for that criterion is 4/5 of 40 or 32.

Scoring Criteria

The review panel will review all applications that pass an initial internal checklist of required application components. Responsive applications will be evaluated strictly in accordance with the requirements stated in this RFA.

Each reviewer will independently review and objectively score applications against the specific scoring criteria outlined in Table 2, based on a 100-point scale.

- Organization Profile 10 points
- Participant Profile 10 points
- Program Description 40 points
- Past Performance 20 points
- Budget and Budget Narrative 20 points

Table 2: Scoring Criteria

ITEM	SCORING CRITERIA	Pts.
1	Organization Profile	10
	<ul style="list-style-type: none"> • State the mission of the organization. • Describe the history of the organization (year founded and by whom) and its size (budget and staff). Describe the experience the organization and staff have to deliver the proposed program. • Describe the staffing capacity to carry out the phases and required supports to minimize the effects of barriers to participants. • Describe your organizations strategic partners and how those partnerships will allow to you to successfully fulfill the program requirements of this RFA. 	
2	Participant Profile	10
	<ul style="list-style-type: none"> • Describe the number of participants your organization will serve under this grant for the year. • Describe your organization's experience training MBSYEP Public Safety youth ages 16-24 with the components of the five phases listed in the Program Structure. • Describe the anticipated challenges your organization previously encountered while providing services, aged 16-24, and the strategies applied to successfully address them. 	
3	Program Description	40
	<ul style="list-style-type: none"> • Identify and describe how the organization will deliver the desired services in each of the five program phases. (See Section A). • Describe specific timelines and potential partnerships you will use to carry out your program model. • Provide a description of proposed sites where program activities will be conducted. If additional sites will be used to conduct the program or for field trips/enrichment, please describe how these sites will be acquired and utilized. • Describe how the organization will meet the performance deliverables outlined in this RFA. • Describe how the organization will meet the outcomes outlined in this RFA 	
4	Past Performance	20
	<ul style="list-style-type: none"> • The extent to which the applicant has provided data that highlights prior success in accomplishing the goals outlined in the RFA. • The extent to which the applicant has provided prior program evaluations (attachment A) and other review/documentation that highlight prior success in accomplishing the goals outlined in the RFA. 	
5	Budget and Budget Narrative	20
	<ul style="list-style-type: none"> • The extent to which the applicant provides a clear explanation of how the budget amount is derived. • The extent to which the applicant has properly allocated the funds among the budget categories. 	
TOTAL POINTS		100

Section F: Application Submission Information

How to Request an Application Package

- The application package is posted at: <http://opgs.dc.gov/page/opgs-district-grants-clearinghouse>
- Application package can also be found at www.does.dc.gov
- If the application package cannot be accessed at the above websites, then Applicants may request the application via email: ogagrants@dc.gov

Application Preparation

DOES shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.

Submission Date and Time

In order to be considered for funding, complete applications must be received electronically via [Grants Management System](#).

Proposals submitted after **5:00 pm EST on February 14, 2020** will not be considered for funding.

Section G: Award Administration Information

Award Notices

Each applicant, whether successful or unsuccessful, will receive notification of the final decision on the application. Letters of notification or any other correspondence addressing selection for award do not provide authorization to begin the program.

Applicants who are selected for funding may be required to respond in a satisfactory manner to conditions that may be placed on the application before funding can proceed. DOES may enter negotiations with an applicant and adopt a firm funding amount or other revision of the application that may result from negotiations.

The NOGA sets forth the amount of funds granted, the terms and conditions of the award, the effective date of the award, the budget period for which initial support will be given, and the total program period for which support is awarded. The NOGA shall be signed by the DOES Director or designee. The NOGA will be sent to the applicant's contact that is authorized to sign the NOGA and reflects the only authorizing document. The NOGA will be sent prior to the start date and a meeting between the Grantee and DOES will occur shortly after the NOGA is fully executed. Grantees shall be held to a minimum level of effort to effectively execute the grant and meet the designated goals and deliverables outlined in this RFA. More specifics on the "minimum level of effort" will be specified in the NOGA.

Appeal

Non-Responsiveness Determination

In order to ensure a fair and equitable appeals process, all responsiveness determination appeals will be reviewed and decided **solely** by the DOES General Counsel. Appeals must be in writing and addressed to: DOES General Counsel, 4058 Minnesota Avenue NE, Suite #5800, Washington DC 20019. Appeals may also be submitted via email to doesappeals@dc.gov with the subject heading "Appeal of Grant Responsiveness Determination". Appeals of the responsiveness determination must be received by the General Counsel within two business days of the responsiveness determination notice.

If an applicant communicates with program staff regarding an appeal of the responsiveness determination, the appeal may be dismissed with prejudice, and the applicant may be precluded from consideration for future grant opportunities.

Appeals must contain the basis for the appeal request and identify any factors that oppose the responsiveness determination. The appeal process will consider the submitted application and the responsiveness determination. Additional information not included within the original submitted application will not be considered during the appeal process, unless specifically requested by the DOES General Counsel. The DOES General Counsel may coordinate a meeting to address the appeal. The General Counsel will issue a written appeal decision. The decision of the General Counsel may only be overturned by the DOES Director.

Grant Award Selection

In order to ensure a fair and equitable appeals process, all grant award selection appeals will be reviewed and decided **solely** by the DOES General Counsel. Appeals must be in writing and addressed to: DOES General Counsel, 4058 Minnesota Avenue NE, Suite #5800, Washington DC 20019. Appeals may also be submitted via email to doesappeals@dc.gov with the subject heading “Appeal of Grant Award Selection”. Appeals of the grant award selection must be received by the General Counsel within two business days of the award selection notice.

If an applicant communicates with program staff regarding an appeal of the grant award selection, the appeal may be dismissed with prejudice, and the applicant may be precluded from consideration for future grant opportunities.

Appeals must contain the basis for the appeal request and identify any factors that oppose the grant award selection. The appeal process will consider the submitted application and the grantees selected. Additional information not included within the original submitted application will not be considered during the appeal process, unless specifically requested by the DOES General Counsel. The DOES General Counsel may coordinate a meeting to address the appeal. The General Counsel will issue a written appeal decision. The decision of the General Counsel may only be overturned by the DOES Director.

Grantee Program Compliance

Prior to the start of the program, Grantees must successfully complete the following:

- DOES Supervisor Orientation;
- All DOES mandatory meetings.; and
- Receive official documentation from OYP to begin programming

Grantee Reporting and Deliverables

The required program deliverables for the target groups are described below and should be submitted in accordance with the timeline below.

Reporting (to be submitted electronically)

Reports Required	Frequency
Monthly Expenditure Report	Monthly
Monthly Program Status Report	Monthly
Language Access Report	Quarterly
Final Program Report	Due at the close of the grant.

Deliverable(s)

1. Provide trauma training
2. Provide resource guide of mental health services provided by the city and non-profit organizations
3. Assess participants knowledge of trauma (pre/post)
4. Provide financial management training
 - i) Conduct pre/post skills assessment
5. Provide job readiness skills training
6. A
7. Assist participants in the development and presentation of their community action plan
8. Provide 1 on 1 or group mentorship (not to exceed 1 mentor to 5 mentees)
 - i) Must meet at least 1 hour each week

All reports and deliverables must be submitted per the schedule provided above and final program deliverables must be submitted to DOES no later than the end of the grant.

DOES will have sole ownership and control of all deliverables. The Grantee must receive written permission from DOES to use or distribute any product from this program, prior to the proposed use or distribution.

Program Launch

Before grantee can begin programming, they must receive official documentation from “The Office of Grants Administration”.

Grantee Payment

The total amount of the grant award shall not exceed the amount specified within the Grant Agreement. There are three (3) payment categories listed below each representing a specific percentage of the total grant amount:

PAYMENT #1 - Base Amount	PAYMENT #2	Payment #3
50%	25%	25%

PAYMENT #1 – Base Amount (\$25,000) : Grantee(s) that successfully complete the pre-program orientation, site-visit, and pass background checks for all individuals with direct contact with youth under 18 will be eligible to submit an invoice for the base payment amount.

PAYMENT #2 (\$12,500)

Grant	Payment Requirement
MBSYEP Public Safety Grant	<ul style="list-style-type: none"> • Submission of all “pre-assessments” and surveys listed in phases 1 through 5 of the program design. • Monthly Program Status Report • Monthly Expenditure Report • Invoice

PAYMENT #3 (\$12,500)

Grant	Payment Requirement
MBSYEP Public Safety Grant	<ul style="list-style-type: none"> • Submission of all “post-assessments” and surveys listed in phases 1 through 5 of the program design. • Monthly Program Status Report • Monthly Expenditure Report • Invoice

If the Grantee does not comply with the NOGA, applicable federal and District laws and regulations, then the Grant Agreement may be terminated or the award amount reduced for under performance or non-performance at the discretion of the Grant Monitor and/or Grants Officer.

Anti-Deficiency Considerations

The Grantee shall acknowledge and agree that the commitment to fulfill financial obligations of any kind pursuant to any and all provisions of a grant award, or any subsequent award shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2001), (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

Section H: Contacts

- Vanessa Black & Demetrius Saunders
OGAGrants@dc.gov

Section I: Additional Documents Required for Submission

The following documents are also required to be included in the grant submission. An application without the below required documents will be deemed non-responsive and will not be eligible for award.

Documents provided by DOES

- Statement of Certification
- Non-Closure Document
- Disclosure Document
- Master Supplier Package

Documents to be provided by applicant

- Current Business License
- IRS W-9 Form
- Insurance Certificate
- Staffing Plan
- Resumes for key and essential staff
- Organizational Chart
- Proof of District Occupancy